

An Inspired Future

It's that time of year again when BGIS begins laying the groundwork for An Inspired Future!

Now in its 5th year, An Inspired Future provides an open forum for decision makers like yourself to gather as leaders in sustainability to collaborate, showcase and inspire, proving that companies like ours don't sit idly by waiting for change; we create and implement the change.

Over 500 financial and real estate executives from retail, government, telecommunication and technology sectors will be in attendance, as well as some of our key partners and suppliers, affording us the opportunity to network and engage in meaningful dialogue surrounding climate disruption and the need to build resiliency and plan for the future.

All proceeds from An Inspired Future will be shared evenly between the Climate Reality Project Canada; a non-profit charitable organization with a mission to increase public awareness of the climate crisis at a grassroots level in Canada, and the Building Energy Innovators Council (BEIC); a not-for-profit industry driven council established to accelerate the collaboration, innovation and adoption of clean building technologies.

For information on sponsorship opportunities please reach out to Brooke Welsh at brooke.welsh@bgis.com.

We look forward to seeing you and learning more about your goals and initiatives at An Inspired Future 2018!



TUESDAY
JANUARY 30, 2018
7:30AM - 4:30PM
HILTON SUITES MARKHAM &
CONFERENCE CENTRE



HOSTED BY



An Inspired Future

An Inspired Future engages industry professionals on sustainable and restorative business practices in corporate real estate. This event focuses on inspiring leaders to make changes that will ultimately affect the future of our planet by significantly reducing their company's environmental footprints. An Inspired Future offers business professionals the opportunity to learn, network and engage with many of Canada's industry leaders.

Agenda

7:30am – 8:30am: Breakfast and Registration

8:30am – 8:45am: Opening Remarks – Gord Hicks, CEO, BGIS

8:45am – 9:45am: Keynote Speaker – Søren Hermansen, Director, Samsø Energy Academy

In 1997, the Island of Samsø in Denmark won a government challenge to become a model renewable energy community. The man tasked with the challenge was Søren Hermansen, who at the time was a high school environmental studies teacher. Beginning with small inspirational talks amongst the Island's 4,100 residents, Hermansen's efforts and the power of community engagement turned a once farming community powered by coal and oil into a remarkable spectacle of sustainable power with a net zero carbon footprint.

Today, as Director of the Samsø Energy Academy and the head of the Samsø Renewable Energy Island Project, Hermansen will share his story of the little Island that could and how hundreds upon hundreds of meetings convinced the residents to invest in the 21 large wind turbines that now dot the Island's landscape and shift their attitude from a "NIMBY" ("Not In My Backyard") one into a "YIMBY" ("Yes In My Backyard") one.

9:45am – 10:30am: Keynote Speaker – David Miller, North America Regional Director & C40 Ambassador for Inclusive Climate Action

C40 Cities connects more than 90 of the world's greatest cities, representing 650+ million people and one quarter of the global economy. Created and led by cities, C40 is focused on tackling climate change and driving urban action towards reducing greenhouse gas emissions and climate risks, while increasing the health, wellbeing and economic opportunities of urban citizens.

David Miller will discuss the leadership of the world's leading cities who, in partnership with businesses and civil society, are working together to combine leading climate plans with practical strategies.

10:30am – 11:00am: Networking Break

11:00am – 11:45am: Keynote Speaker – Toronto Hydro - TBD

Known casually as "the grid", electrical infrastructure has been the backbone of technology growth and innovation for over a century. A strong, stable electrical system is an integral part of a world-class city, helps power growth and keeps businesses in business. With an aging grid, unprecedented growth, and more frequent extreme weather events, the time to invest in upgrades is now.

What is a smart grid and what will it look like for Toronto...and for the rest of Canada? What steps are the province's major utilities companies taking to make that shift toward a smarter, more resilient grid? How does the Internet of Things play a role in the grid of the future? Join Toronto Hydro as they share the important work being done to revitalize and modernize our electricity grid.

11:45am – 12:00pm: Morning Wrap Up

12:00pm – 12:15pm: Supplier Innovation and Environmental Leadership Awards

12:15pm – 1:30: Lunch



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12:30pm – 1:00pm: Lunch Speaker – Geoff Cape, CEO, Evergreen Brickworks

Geoff Cape is Founder and CEO of Evergreen, a charity that focuses on environmental sustainability and the future of cities. They offer a wide array of programs across the country, but they also run Evergreen Brick Works, a world renowned community environmental centre in the heart of Canada's largest city.

Evergreen has been able to create a robust platform for advancing their vision: "Green Cities, Healthy Planet." They have organized their many projects and initiatives into four program themes—Greenspace, Children, Food and CityWorks—because they believe positive action in these key areas will lead to greener, more resilient cities and a sustainable future.

Join Geoff Cape as he gives an update on the latest projects being undertaken by Evergreen and how they are not only setting an example for urban cities around the world, but making the city we live in more resilient and sustainable for future generations.

1:30pm – 1:35pm: Health & Safety Moment

1:35pm – 2:50pm: Discussion Panel – All Sides of the Spectrum

Climate disruption, caused by the burning of fossil fuels (coal, oil and natural gas), poses a serious threat to our environment, health and economy. Today, 'business as usual' means having plans in place to address environmental disasters; not 'if', but when they arise.

This panel, made up of industry experts from Academia, Insurance, Disaster Response and Enterprise Risk Management, will look at all sides of possible future disasters, including the inevitable environmental, operational and financial impacts.

Outlining the preparations various businesses have made to ensure minimal damage to real estate assets when disaster strikes, our expert panel will share what leading companies are doing to ensure their enterprises can operate effectively in the face of climate disruption and detail the process of implementing your own plan to mitigate the loss of assets.

2:50pm – 3:10pm: [Networking Break](#)

3:10pm – 4:30pm: Discussion Panel – How Resilient is Your Business?

This interactive session will feature executives from leading Canadian companies who will provide an overview on what they are doing to future-proof their businesses and the process that was undertaken to implement their resiliency plans. Learn how to assess the impact of climate change on your business, why planning for the unexpected is the new norm, and the necessary steps to implement a resiliency strategy for your business. Audience Q and A will follow the panel.

4:30pm – Closing Remarks

4:35pm – 7:00pm - Reception

Hosted by BGIS

BGIS is a leading provider of real estate management services, including facilities management, project delivery services, energy and sustainability solutions, building performance management, workplace advisory and management, and real estate services. With a combined team of over 7,000 team members globally, BGIS inspires better business performance across its client's real estate portfolios by developing and implementing real estate and facilities management strategies. Globally, BGIS manages over 300 million square feet of client portfolios across 30,000+ locations in North America, Europe, Middle East, Australia and Asia.

Our goal is to deliver innovative business solutions for clients with real estate portfolios by continually creating stakeholder value. We strive to be the role model for sustainable operating practices and portfolio strategies.



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BGIS

An Inspired Future

Registration

Company Information:

Company Name:

Contact:

Address:

City:

Province:

Postal Code:

Telephone:

Fax:

Email:

Website:

Tickets:

Full Table (8 seats)	\$1,500
Single Tickets	\$300ea

Payment:

Cheque

Visa

Mastercard

Credit Card Number:

Expiry:

CW:

Cardholder Name:

Signature:

Please send Registration forms to Brooke Welsh at brooke.welsh@bgis.com.

Cheques should be made payable to "BGIS" and sent to the attention of:

Krista Lachelt
BGIS
4175 14th Ave.
Markham, ON
L3R 0J2



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An Inspired Future

Supplier Innovation Award

In support of our strategic vision for a sustainable future, BGIS recognizes top suppliers who have adopted innovative practices to improve efficiencies and increase operational sustainability.

We are inviting suppliers of BGIS to showcase their thought leadership and innovation for the purpose of improving economic, social and environmental sustainability for BGIS and our clients.

Submissions will be scored against the following seven (7) criteria;

- Quantifiable Benefits (tangible)
- Other Benefits (Intangible)
- Demonstrated References
- Resiliency
- Sustainability Value
- Innovation
- Value

Regardless of whether or not your organization receives one of the two awards, in an effort to give greater visibility to the caliber of suppliers BGIS is engaged with, we will be showcasing all qualified submissions in a video reel preceding the awards.

Suppliers are invited to provide supporting details by completing the online submission form by December 29, 2017.

Winners will be selected based on their innovative and sustainable contribution, and will be presented with one of two Supplier Innovation Awards at the summit on January 30th, 2018.

Thank you in advance, we look forward to your submission.

Peter Papagiannis
Chief Operating Officer

John Castelhana
National Director, Strategic Sourcing

Submission Information

Deadline: December 29, 2017 at 4:00pm

Submission Link: <https://tinyurl.com/BGIS-Innovation2018>

Questions: BGIS-Supplier.Innovation@bgis.com

Format: Submissions may be attached as a PDF or Word document (.PDF or .DOC/.DOCX)

Eligibility Requirements: Must be a BGIS supplier

Please refer to the terms of submission located on the next page.



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INSTRUCTIONS TO PROPONENTS

Purpose

The purpose of this CALL FOR INNOVATION is for BGIS to solicit proposals ("Proposals") from Proponents.

Definitions

- 1.1 In this CALL FOR INNOVATION (Proposals), the following terms have the following meanings:
- (a) "BGIS" means BGIS Global Integrated Solutions Canada LP partnership by its general partner BGIS Global Integrated Solutions Canada GP Ltd. and its successors and assigns.
 - (b) "BGIS Parties" includes BGIS's officers, directors, employees, partners, advisors and representatives.
 - (c) "Claim" means any claim, demand, action, cause of action, suit, arbitration, investigation, proceeding, complaint, grievance, charge, prosecution, assessment or reassessment, including any appeal or application for review for any loss, liability, damage, cost, expense, charge, fine, penalty or assessment including the costs and expenses of any action, suit, proceedings, demand, assessment, judgment, settlement or compromise and all interest, fines, penalties and reasonable professional fees and disbursements.
 - (d) "Proponent" means an individual or a company that submits, or intends to submit, a Proposal.
 - (e) "CALL FOR INNOVATION" means this Request for Proposals which is comprised of the following
 - (i) Supplier Innovation Award Package – ie "instructions to proponents"
 - (ii) Submission form: <https://tinyurl.com/BGIS-Innovation2018>
 - (iii) Those Attachments applicable to this CALL FOR INNOVATION as indicated in section 2.1
 - (iv) Any addendum issued by BGIS in accordance with this CALL FOR INNOVATION. (collectively, the "CALL FOR INNOVATION Documents").
 - (f) "Selected Respondent" means the Respondent chosen by BGIS may enter into the Contract (the contract) with BGIS.
 - (g) "Successful Respondent" means the Selected Respondent if the Selected Respondent and BGIS may enter into the Contract.
- 1.2 Any headings in any of the CALL FOR INNOVATION Documents are for guidance and do not affect its construction. Words importing the singular shall also include the plural and vice versa where the context requires or admits. Unless stated to the contrary, a reference in these Instructions to Proponents to a section is a reference to a section of these Instructions to Proponents and a reference to a section in any other CALL FOR INNOVATION Documents is a reference to a section in that CALL FOR INNOVATION Documents.
- 1.3 This CALL FOR INNOVATION (and the rights and obligations of Respondents and BGIS with respect thereto) shall be governed by the laws in force in the Province of Ontario without giving effect to any choice of law rules in the said jurisdiction or elsewhere, and the courts of Ontario shall have exclusive jurisdiction with respect to any disputes arising in connection with this CALL FOR INNOVATION.

Proponent's Covenant

- 2.1 By submitting a Proposal in response to this CALL FOR INNOVATION, Proponent confirms it has read and agrees to comply with the terms and conditions of the CALL FOR INNOVATION Documents, including, if selected as the Successful Proponent, the Contract.

Proposal Requirements

- 3.1 BGIS may, by notice, extend the Closing Time, Closing Date or any other scheduled dates relating to this CALL FOR INNOVATION. BGIS shall not be responsible for any costs incurred by the Proponents related to any change in any of the scheduled dates in the CALL FOR INNOVATION or any other delays in connection with the CALL FOR INNOVATION.

Proposal Completion

- 4.1 Proposals shall contain all information requested in this CALL FOR INNOVATION. It is the sole responsibility of the Proponent to carefully review the CALL FOR INNOVATION Documents in order to gain a thorough understanding of the instructions and requirements specified herein. No allowance shall be made by BGIS on behalf of a Proponent for any error, omission or negligence on the Proponent's part, unless BGIS in its sole discretion decides otherwise.
- 4.2 The CALL FOR INNOVATION documents may not be altered, with the exception of adding the information requested. Proposals which contain omissions, write-ins, strikeouts, conditions or qualifying statements may be rejected by BGIS in BGIS's sole discretion.

Enquiries

- 5.1 All enquiries and other communications from Proponents regarding this CALL FOR INNOVATION must be submitted by email no later than five Business Days before the Closing Date to the procurement representative noted below at:

- (a) Attention: Inspired Future Call for Innovation Email: BGIS-Supplier.Innovation@bgis.com

- 5.2 Information obtained from by proponents from any other source may be inaccurate and is not binding on BGIS. Any attempt by a Proponent or any of its employees, agents, contractors or representatives to contact any person other than the BGIS contact person named above with respect to this CALL FOR INNOVATION will entitle BGIS to disqualify the Proposal of such Proponent in BGIS's sole discretion.

- 5.3 BGIS may, in its sole discretion, circulate all inquiries or other communications regarding this CALL FOR INNOVATION, along with any BGIS replies, to all Proponents.

Proposal Modification

- 6.1 Submitted Proposals may be amended if the amendment is received in the form specified below at the address indicated in section 5.1 prior to the Closing Time and Closing Date.
- 6.2 Discrepancies between the amendment and the original Proposal will be resolved in favour of the last-submitted amendment.

CALL FOR INNOVATION Modification

- 7.1 BGIS may modify, amend or revise any provision of this CALL FOR INNOVATION.

Acceptance & Authority to Cancel

- 8.1 This CALL FOR INNOVATION does not constitute an offer of any nature or kind whatsoever by BGIS to any or all of the Proponents. Each Proponent acknowledges and agrees by submitting a Proposal that BGIS will have no liability or obligation to any Proponent and BGIS's only liability to the Successful Proponent, if any, will be pursuant to the Contract. BGIS shall be fully and forever released and discharged of all liability and obligations in connection with this CALL FOR INNOVATION. For greater certainty, this CALL FOR INNOVATION is not an agreement to purchase, a purchase order or a tender call. Proposals will be assessed in light of the qualification review criteria. BGIS will be under no obligation to receive further information, whether written or oral, from any Proponent.
- 8.2 BGIS will not be bound to accept the Proposal reflecting the lowest cost, nor will BGIS be bound to accept any of the Proposals submitted.
- 8.3 The selection of a Proposal shall not, by itself, bind BGIS in any way. The selection of a Proposal or any part thereof may be communicated in writing by BGIS, through the issuance of an executed selection letter or issuance of a purchase order to the Selected Proponent. The issuing of such selection letter or purchase order will not constitute a Contract nor give the Selected Proponent any legal or equitable rights or privileges relative to the deliverables requirements set out in this CALL FOR INNOVATION and shall not oblige BGIS to enter into a Contract with the Selected Proponent. BGIS will only have any liability to the Selected Proponent with respect to the deliverables and the Selected Proponent will only acquire any rights enforceable against BGIS for the deliverables if BGIS and the Selected Proponent actually enter into a Contract. BGIS may direct in writing that the Contract will be entered into by a BGIS affiliated entity and not BGIS in which case the affiliated entity and not BGIS shall have liability under the Contract.
- 8.4 The Selected Proponent will be required to comply with its Proposal, this CALL FOR INNOVATION, the Agreement forming part of this CALL FOR INNOVATION and enter into the Contract and if the Selected Proponent fails or refuses to do so or fails to commence provision of the deliverables within the time prescribed by BGIS, BGIS shall in its sole discretion be entitled to:
- (a) cancel the award of the Contract and award the Contract to another Proponent; or
 - (b) issue a new CALL FOR INNOVATION;
- 8.5 This CALL FOR INNOVATION does not commit BGIS to select a Proponent as a Selected Proponent or enter into a Contract with any Proponent and BGIS reserves the complete right at any time to reject all Proposals and to terminate this CALL FOR INNOVATION and the CALL FOR INNOVATION process associated therewith and proceed with the acquisition of the deliverables in some other manner without any obligation or any reimbursement to Proponents.
- 8.6 BGIS's right to select any Proposal shall not be limited by the fact that BGIS may have exercised any discretion reserved to BGIS in the CALL FOR INNOVATION Documents, including for clarity, these Instructions to Proponents, in relation to such Proposal. By submitting a Proposal a Proponent shall be deemed to have waived any objection it might have concerning selection of a Proposal for which BGIS's discretion was exercised.

Rights of BGIS

- 9.1 BGIS reserves the right, exercisable in its sole discretion, to enter into discussions or to negotiate with any Proponent as it sees fit, or with another Proponent or Proponents concurrently. In no event shall BGIS be required to enter into discussions or negotiations on similar or other terms or offer any modified terms to any other Proponent prior to entering into the Contract. BGIS shall incur no liability to any Proponent as a result of these discussions, negotiations or modifications.

- 9.2 BGIS may verify or clarify any information submitted in a Proposal. Proponents agree to assist BGIS in this regard by making themselves, their facilities and all reasonably requested information available to BGIS upon request. Additional information obtained by BGIS through these means shall, in its sole discretion, be determined to constitute part of a Proponent's Proposal. If BGIS determines a Proposal to contain false or misleading information, it may in its sole discretion reject the Proposal.
- 9.3 In addition to any evaluation criteria stated in this CALL FOR INNOVATION, BGIS may take into account past experience that BGIS, an affiliate of BGIS or a customer of BGIS have had with the Proponent (including its affiliates). BGIS reserves the right not to select or contract with any Proponent with whom BGIS, its affiliates or its customers may be engaged in any form of dispute.
- 9.4 BGIS reserves the right, before entering into a Contract with the Selected Proponent to require the Selected Proponent to submit such evidence of qualifications as it may deem necessary and acceptable, including without limitation the technical, financial or other qualifications and abilities of the Proponent.
- 9.5 Proposals not submitted in accordance with these instructions may be disqualified in the sole discretion of BGIS.
- 9.6 BGIS may disqualify the Proposal of any Proponent that attempts to improperly influence the CALL FOR INNOVATION process or engages in any conduct that could be seen as attempting to improperly influence the outcome of this CALL FOR INNOVATION.
- 9.7 BGIS is not bound to explain any decision to a Proponent. BGIS may, in its sole discretion, release the name of the successful Proponent.

No Collusion

By submitting the CALL FOR INNOVATION Documents, the Proponent, and each firm, corporation or individual member of the Proponent, represents and confirms to BGIS, with the knowledge and intention that BGIS may rely on such representation and confirmation, that its CALL FOR INNOVATION Documents have been prepared without collusion or fraud, and in fair competition with the other Proponents and the CALL FOR INNOVATION Documents of the other Proponents.

Limitation of Damages

10.1 Each Proponent :

- (a) agrees not to bring any Claim against BGIS in excess of the amount equivalent to the reasonable direct costs incurred by the Proponent in preparing its Proposal for any matter in respect of this CALL FOR INNOVATION or the associated CALL FOR INNOVATION process, including, without limitation:
- (i) if BGIS selects a non-compliant Proposal or otherwise breaches, or fundamentally breaches, the terms of this CALL FOR INNOVATION or the associated CALL FOR INNOVATION process; or
 - (ii) if the CALL FOR INNOVATION or the associated CALL FOR INNOVATION process is modified, suspended, delayed or cancelled for any reason (including modification of the deliverables or modification of the CALL FOR INNOVATION or both) or BGIS exercises any rights or discretions it may have pursuant to the CALL FOR INNOVATION Documents; or
 - (iii) if BGIS fails to enter into a Contract with a Selected Proponent for any reason; or
 - (iv) if BGIS subsequently rejects the Proposal of a Selected Proponent for any reason; and
- (b) waives any and all Claims against BGIS and all BGIS Parties for loss of anticipated profits or loss of opportunity if no Contract is entered into between BGIS and the Proponent for any reason, including, without limitation:
- (i) if BGIS selects a non-compliant Proposal or otherwise breaches, or fundamentally breaches, the terms of this CALL FOR INNOVATION or the associated CALL FOR INNOVATION process; or
 - (ii) if the CALL FOR INNOVATION or the associated CALL FOR INNOVATION process is modified, suspended, delayed or cancelled for any reason (including modification of the deliverables or modification of the CALL FOR INNOVATION or both) or BGIS exercises any rights or discretion it may have pursuant to the CALL FOR INNOVATION Documents ; or
 - (iii) if BGIS fails to enter into a Contract with a Selected Proponent for any reason; or
 - (iv) if BGIS subsequently rejects the Proposal of a Selected Proponent for any reason.

10.2 The benefit of all limitations of liability, damages and releases and waivers of liability and damages and like provisions accorded to BGIS in this CALL FOR INNOVATION and the CALL FOR INNOVATION Documents shall extend to and also benefit the BGIS Parties and BGIS shall hold the benefit of all such

provisions in trust for the BGIS Parties and may enforce same for the benefit of the BGIS Parties.

Proposal Costs & Ownership

11.1 Proponents agree to prepare and submit Proposals at their own cost. BGIS is not obligated in any way to pay for costs of any kind or nature whatsoever, that may be incurred by a Proponent or any associated third parties in the preparation of Proposals, making presentations, demonstrations, samples or benchmark testing before or after the Closing Date. All such costs shall be the Proponent's sole responsibility. All submitted Proposals and support documentation become the property of BGIS and will not be returned. All information obtained by BGIS from a Proponent in connection with this CALL FOR INNOVATION may be disclosed and distributed to BGIS employees and advisors on a need-to-know basis.

Confidentiality

- 12.1 BGIS reserves all rights in respect of this CALL FOR INNOVATION. Recipients of this CALL FOR INNOVATION may not reproduce, modify, disclose, distribute or publish any portion of this CALL FOR INNOVATION or any information about BGIS or its client(s) without the prior written approval of BGIS, save and except for the strict purpose of preparing a Proposal, and provided always that any such reproduction, modification, disclosure, distribution or publication of this CALL FOR INNOVATION shall only be made to or for recipient's employees or advisors on a strict need-to-know basis, each of whom the recipient agrees to bind to these same confidentiality obligations.
- 12.2 Proponents or other CALL FOR INNOVATION recipients may not use the name of BGIS, BGIS affiliates, or their respective customer(s), or refer to this CALL FOR INNOVATION in any advertisement or other promotional messages without the prior written consent of BGIS, BGIS affiliates, or their respective customer(s), as applicable.
- 12.3 Information pertaining to BGIS obtained by the Proponent as a result of participation in this CALL FOR INNOVATION is confidential and must not be disclosed without written authorization from BGIS.

Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this CALL FOR INNOVATION requires Proponents to provide BGIS with personal information of employees who have been included as resources in response to this CALL FOR INNOVATION, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to BGIS. Such written consents are to specify that the personal information may be forwarded to BGIS for the purposes of responding to this CALL FOR INNOVATION and use by BGIS for the purposes set out in the CALL FOR INNOVATION. BGIS may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made: Proponents will immediately supply such originals or copies to BGIS.

Irregularity or Omission

BGIS may request clarification where any Proponent's intent is unclear and may, in its sole discretion, waive any requirement of the Proposal or request amendment where, in the opinion of BGIS, there is an irregularity or omission in the information that is not material to the Proposal.

Proponent's Qualifications

- 15.1 Only qualified Proponents will be considered for selection as the Selected Proponent. In order to be considered qualified for consideration as the Selected Proponent, Proponent shall have:
- (a) Satisfactorily completed, in the sole opinion of BGIS, a contract for work similar in scope and nature as the deliverables.
 - (b) The physical and financial resources to sustain and complete the deliverables; and
- 15.2 Before any proposal is selected, any Proponent may be required to demonstrate to the satisfaction of BGIS, subjectively determined, that it is capable of performing the deliverables. BGIS reserves the right to inspect the equipment to be used, and/or the facilities where the proposed deliverables are to be performed, of any and all proponents and nominated subcontractors, and make any and all further investigations it deems, in its sole discretion, necessary, prior to the acceptance of any Proposal, to determine if a proponent is qualified to perform the deliverables.

Proposal Evaluation

16.1 The Proponents' response to rated items will be evaluated on the extent to which they meet or exceed the requirements in this CALL FOR INNOVATION. The Proponents' Proposal should therefore contain detailed information, and reference any attached substantiating documentation. Detailed information and substantiating documentation should be clear, direct, and grouped together with an index provided to make it easy for evaluators to locate a particular item. Proposals that do not respond to a particular rated item or cannot easily be found by the evaluation team may receive a zero-point score for that item.